

Colorado Birth Certificate Request



Vital Records

1675 W. Garden of the Gods Rd. Suite 2044
Colorado Springs, CO 80907

www.elpasocountyhealth.org

Email: healthinfo@elpasoco.com | Phone: (719) 578-3199

Online Orders: www.vitalchek.com

Requirements:

- **This request must be completed in full.**
- Enclose a copy of a current driver's license, passport or State identification. (See reverse side for complete list of primary and secondary ID's)
- Enclose appropriate fees.
- Person requesting to receive a birth certificate must sign below.
- Proof of Relationship is required (Parents and Registrant excluded)
- Enclose a copy of the death certificate if the person is deceased.

FOR OFFICE USE ONLY

SF # _____ CASH _____

CHECK # _____ CC # _____

Your Name

First	Middle	Last			
Mailing Address	Apt#	City	State	Zip	Daytime Phone ()
Physical Address	Apt#	City	State	Zip	Alt Phone Number ()
Your Relationship to Person on Record	<input type="radio"/> Self	<input type="radio"/> Parent	<input type="radio"/> Grandparent	<input type="radio"/> Step-parent	<input type="radio"/> Sibling
	<input type="radio"/> Child	<input type="radio"/> Stepchild	<input type="radio"/> Legal guardian	<input type="radio"/> Legal representative	<input type="radio"/> Spouse
	<input type="radio"/> Other: _____				
Reason for Request:	<input type="radio"/> Newborn	<input type="radio"/> Travel/Passport	<input type="radio"/> Records	<input type="radio"/> School	<input type="radio"/> Insurance
	<input type="radio"/> Other: _____				

Registrant Information

Information about person whose birth certificate is being requested – Please type or print

Full Name at Birth	First	Middle	Last
Date of Birth	Month Day Year	Is this person Deceased?	Yes <input type="radio"/> No <input type="radio"/> Date of Death:
Place of Birth	City	County	State (Colorado only)
Full Name of Mother	First	Middle	Maiden Last Name (name prior to first marriage)
Full Name of Father	First	Middle	Last

Pursuant to Colorado Revised Statutes, 1982, 25-2-118 and as defined by Colorado Board of Health Rules and Regulations, applicant must have a direct and tangible interest in the record requested. The penalties for obtaining a record under false pretenses include a fine of not more than \$1,000.00, or imprisonment in the county jail for not more than one year or both such fine and imprisonment (CRS 25-2-118).

By signing below, I have read and understand that there are penalties for obtaining a record under false pretenses.

Today's date

Sign here

Ordering options:

- In person: walk-ins and appointments are welcome. For appointments, visit: <https://www.elpasocountyhealth.org/appointments-adults-children-families/birth-and-death-records/>
- Mail: Send application along with check, money order, or credit card information. Make check or money order payable to Vital Records. Please do not send cash. Certificate(s) are mailed 3-5 days after receipt of all required documentation. Genealogy requests are available 2 weeks after all required documentation is submitted. Requests will be returned to sender's address if incomplete.
- Online orders: www.Vitalchek.com

Charges:

*Credit/Debit Card orders: (We do not accept credit cards without matching ID)

Card Type: VISA MASTERCARD

(We do not accept Discover or American Express)

Card Number: _____

Exp. Date: ____/____/____ CVV _____

Cost of Certificates:

Cost of Birth Certificates- \$20.00 for one _____

\$13.00 for each extra certificate – of the same record, ordered at the same time. _____

\$13.00 Exchange rate- ALL original Certificates must be returned at the time of re-order. _____

Cost of Birth Verification - \$20.00 for one _____

Total Charges _____

* All mail-in orders shipped via regular mail unless a pre-paid Fed-Ex or UPS envelope is provided by customer. We are not responsible for records lost in the mail.

***Certified birth certificates may be issued to:**

Please note that proof of relationship is required.

The registrant (person named on the certificate)
Spouse
Parents/Step-parents
Adult Children

Grandchildren
Siblings
Legal Guardian
Legal Representative of any above
For complete list, visit: www.colorado.gov/cdphe

The Office of the State Registrar of Vital Statistics requires the following documentation:

**At least 1 of the following:
(No expired documents accepted)**

'Primary' List:

- Alien Registration Receipt/Permanent Resident Card
- Certificate of U.S. Citizenship
- Jail Temporary Inmate ID: Denver or Pueblo County
- Colorado Department of Corrections ID card
- Colorado Department of Human Services Youth Corrections ID Card
- Colorado Temporary Driver's License/State ID (must be current)
- Employment Authorization Card (I-766)
- Foreign Passport
- Government Work ID
- Job Corps ID
- US Merchant Mariner Card/Book
- School, University or College ID Card (must be current)
- Temporary Resident Card
- U.S. B1/B2 Visa Card with I-94
- U.S. Certificate of Naturalization
- U.S. Citizenship ID Card (I-197)
- U.S. Military ID Card
- U.S. Passport Book or Card
- U.S. Photo ID Card or Driving License
- Foreign Driver's License/ID card (issued directly from foreign country's government - not state or province)

**Or at least 2 of the following:
(Any document expired more than six months will not be accepted)**

'Secondary' List:

- Acknowledgment of Parentage document (Colorado only)
- Birth Certificate of Applicant (U.S. only)
- Court Order for Adoption or Name Change
- Craft or Trade License (Colorado only)
- DD-214
- Divorce Decree (U.S. only)
- Hospital Birth Worksheet (within 6 months of birth)
- Colorado Hunting or Fishing License (must be current)
- Foreign or International Driving License (with photo)
- Marriage License/Certificate (U.S. only)
- Medicaid Card (Colorado only)
- Medicare Card
- Mexican Voter Registration Card
- Motor Vehicle Registration or Title (must be current - U.S. only)
- Pilot License
- State, Territorial or Federal Prison or Corrections ID Card
- Social Security Card
- Selective Service Card/Letter (U.S. only)
- Weapon or Gun Permit (U.S. only)
- Work ID, Paycheck Stub (within 3 months), or W-2 (last tax year)
- Any Expired document from the "Primary" List (cannot be expired more than 6 months)

We are sorry, but we cannot accept:

- Matricula Consular Card
- WIC Card
- Souvenir/Hospital birth certificates
- IRS-ITIN Card/Letter
- Novelty ID Card
- Non-expiring ID cards (unless issued within last 5 years)
- Out-of-State Temporary Driver's Licenses or Temporary State ID card

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, sibling, or adult child, who can provide appropriate identification, to request the certificate. Proof of relationship is required, such as a birth certificate or marriage certificate.

Colorado offers a voluntary adoption registry for birth parents and adopted

For more information on the Colorado Voluntary Adoption Registry, contact Health Statistics and Vital Records, Colorado Department of Public Health and Environment, 4300 Cherry Creek Drive South (HSVR-VR-A1), Denver, Colorado 80246-1530 or at 303-692-2200.